

SAP Business Warehouse/Business Intelligence Reporting

Exporting Report Results

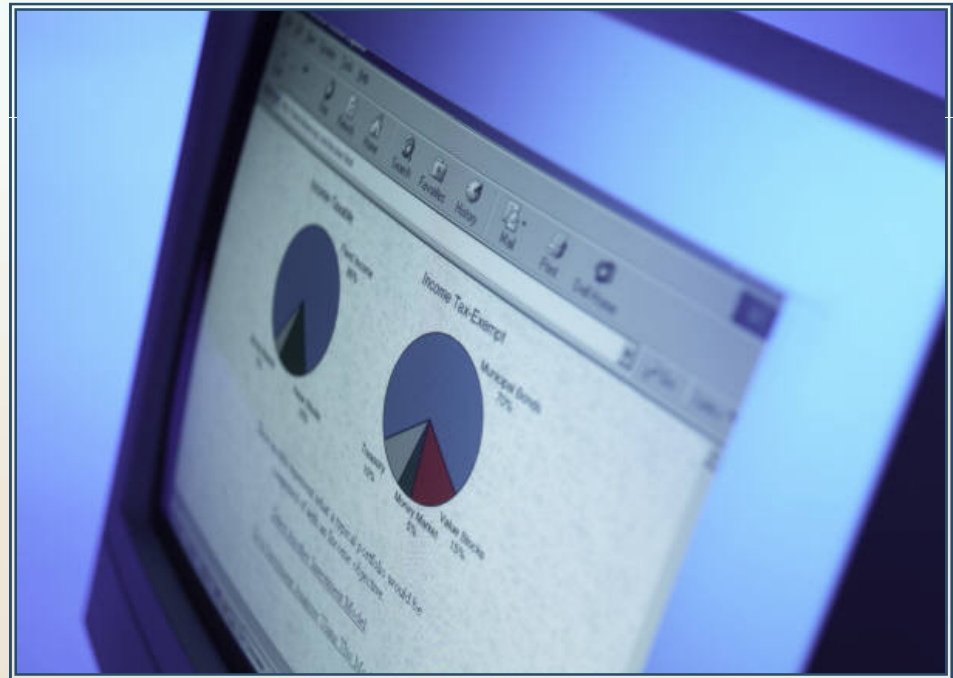
Washington State HRMS Business
Warehouse/Business Intelligence (BW/BI)
Self-Paced Learning Materials
General Topics - BW/BI End Users/Power Users

Exporting Report Results

The Exporting Report Results section provides an overview for exporting report results from the HRMS Portal.

Topics covered in this section include:

- Export to CSV File
- Export to MS Excel File
- Export to Adobe PDF File



Export to CSV File

Exporting report results to a Comma Separated Value file (.csv):

To open a CSV file: Access the Context Menu and select Broadcast and Export/Export to CSV:

Minority Distribution

Display As: Table

Columns:

- Key Figures

Rows:

- Personnel Area
- Gender
- Ethnic Origin

Free characteristics:

- Organizational Unit

Personnel Area: 1110

Gender: Male

Ethnic Origin: 10/Not assigned

Full Time Classified # of Employees: 8

Context Menu:

- Filter
- Change Drilldown
- Broadcast and Export
- Save View
- Properties
- Calculations and Translations
- Documents
- Sort Personnel Area

Sub-menu for Broadcast and Export:

- Broadcast E-Mail
- Broadcast to Portal
- Broadcast to Printer
- Export to CSV

At the File Download box, select Open to open the CSV File immediately.

File Download

Do you want to open or save this file?

Name: Z_STANDARD_WEB_TEMPLATE.csv

Type: Microsoft Office Excel Comma Separated Values Fil...

From: myhrms.wa.gov

Buttons: Open, Save, Cancel

Warning: While files from the Internet can be useful, some files can potentially ham your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Microsoft Excel

File

Minority Distribution

Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees
1110	Male	10/Not assigned	8
1110	Female	American Indian/Alaskan	1
1110	Female	Asian or Pacific Islander	6
1110	Female	Black/Not Hispanic origin	3
1110	Female	Hispanic	141
1110	Female	White/Not Hispanic origin	66
1110	Female	Result	84
1110	Male	American Indian/Alaskan	1

The CSV File is opened in Excel.

Continued...

Export to CSV File, Cont...

To Save a CSV file: from the File Download dialog box, click Save.

3. Locate the folder in which to Save the report results.

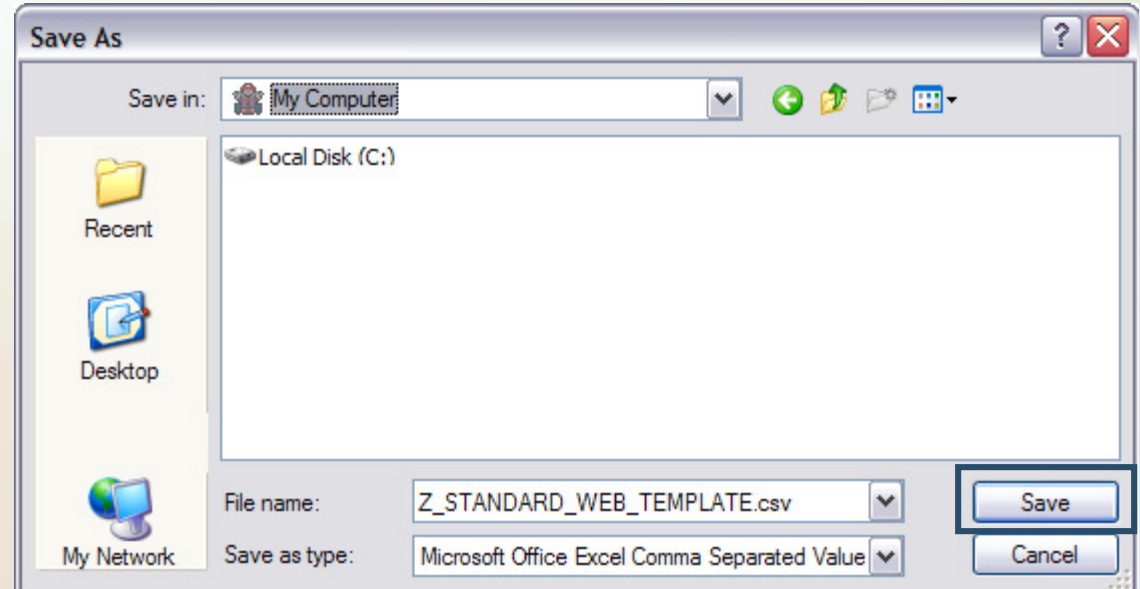
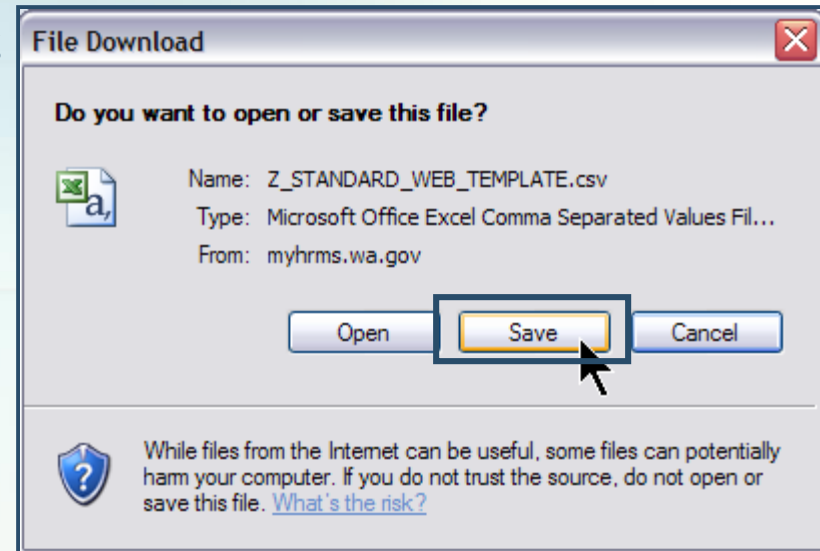
4. Select All Files from the Save as type dropdown listbox.

Note: If All Files is not selected, the .csv file will be saved as a MS Excel Worksheet by default.

5. Name the file (include “.csv” at the end).

6. Click Save.

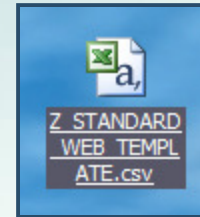
An option to open the file may be provided upon saving. To locate the saved file later, use the folder you indicated. This may be outside the HRMS BW/BI application (for example, if you saved your file to your C:drive in the .csv format).



Continued...

Export to CSV File, Cont...

7. Locate the CSV file that was saved and open the file.



Microsoft Excel - Z_STANDARD_WEB_TEMPLATE.csv

File Edit View Insert Format Tools Data Window Help

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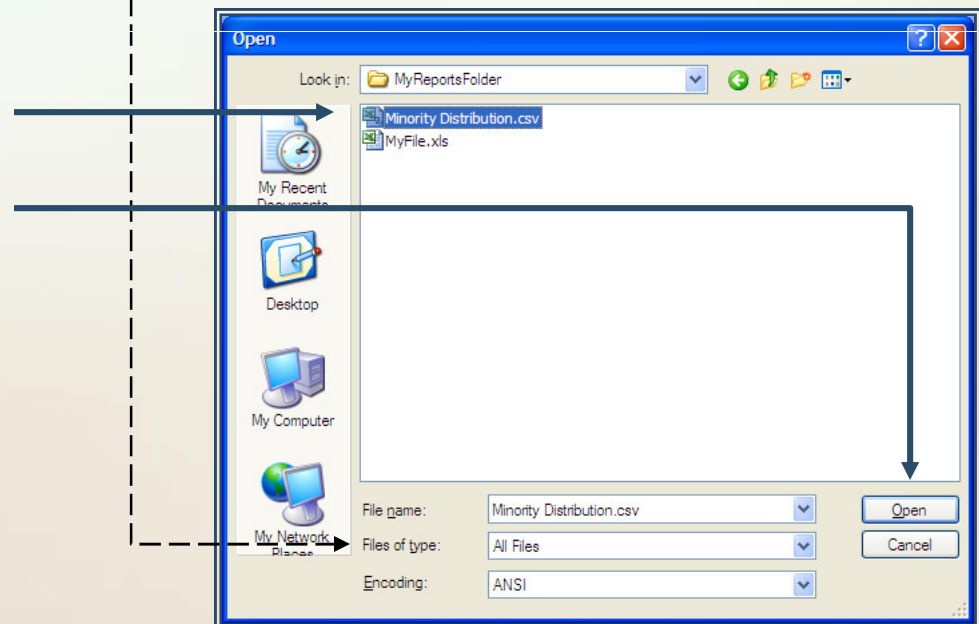
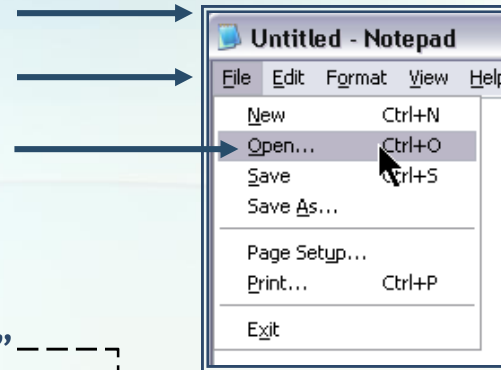
	A	B	C	D	E
1	Minority Distribution				
2	Last Data Update:				
3	5/28/2008 1:10				
4	Display As				
5	To adjust filter area, drag characteristics from navigation area into filter area				
6					
7	No exceptions are defined				
8	Full Time Classified # of Employees", "Full Time Classified Avg Salary", "FT Exempt				
9	Personnel Area", "Personnel Area", "Gender", "Ethnic Origin", "\$", "\$", "\$", "\$", "\$", "\$"				
10	1110", "Dept of Personnel", "Female", "10/Not assigned", "8", "57	114", "10", "563"			
11	1110", "Dept of Personnel", "Female", "American Indian/Alaskan", "1", "63	468", "1", "6032", "2", "6250"			
12	1110", "Dept of Personnel", "Female", "Asian or Pacific Islander", "6", "49	914", "1", "5000", "8", "4686"			
13	1110", "Dept of Personnel", "Female", "Black/Not Hispanic origin", "3", "43	364", "4", "4801"			
14	1110", "Dept of Personnel", "Female", "Hispanic", "1", "141	549", "1", "1549"			
15	1110", "Dept of Personnel", "Female", "White/Not Hispanic origin", "66", "49	744", "5", "6977", "90", "912"			
16	1110", "Dept of Personnel", "Female", "Result", "84", "50	393", "8", "558", "973", "115", "552"			
17	1110", "Dept of Personnel", "Male", "American Indian/Alaskan", "1", "111	456", "2", "6222"			

Result: The CSV file is opened in Microsoft Excel.

Export to CSV File, Cont...

The following example shows how to open the saved .csv file from Notepad:

1. Open MS Notepad.
2. Click File from the menu.
3. Click Open.
4. Change the Files of type setting to “All Files” and locate the saved .csv file in the appropriate folder.
5. Once the file has been located, click on it to select.
6. Click Open.



Continued...

Result: Report results have been opened in MS Notepad.

[illegible]

			Full Time Classified # of Employees	Full Time Classified Avg Salary	Full Time Exempt # of Employees	Full Time Exempt Avg Salary
Personnel Area	Gender	Ethnic Origin		\$		\$
1110	Dept of Personnel	Female	10/Not assigned	8	57,114	
			American Indian/Alaskan	1	63,468	1
			Asian or Pacific Islander	6	49,914	1
			Black/Not Hispanic origin	3	43,364	
			Hispanic			1
			White/Not Hispanic origin	66	49,744	5
			Result	84	50,393	8
	Male		American Indian/Alaskan			1
			Asian or Pacific Islander	2	32,970	
			Black/Not Hispanic origin	4	49,902	
			Hispanic	3	43,028	
			White/Not Hispanic origin	16	54,259	2
			Result	25	50,511	3
		Result		109	50,420	11
1111	Information Services Division	Female	Asian or Pacific Islander	5	66,125	
			Black/Not Hispanic origin	2	59,106	
			Hispanic	1	60,420	
			White/Not Hispanic origin	29	67,784	3
			Result	37	66,891	3

Report results
will be exported

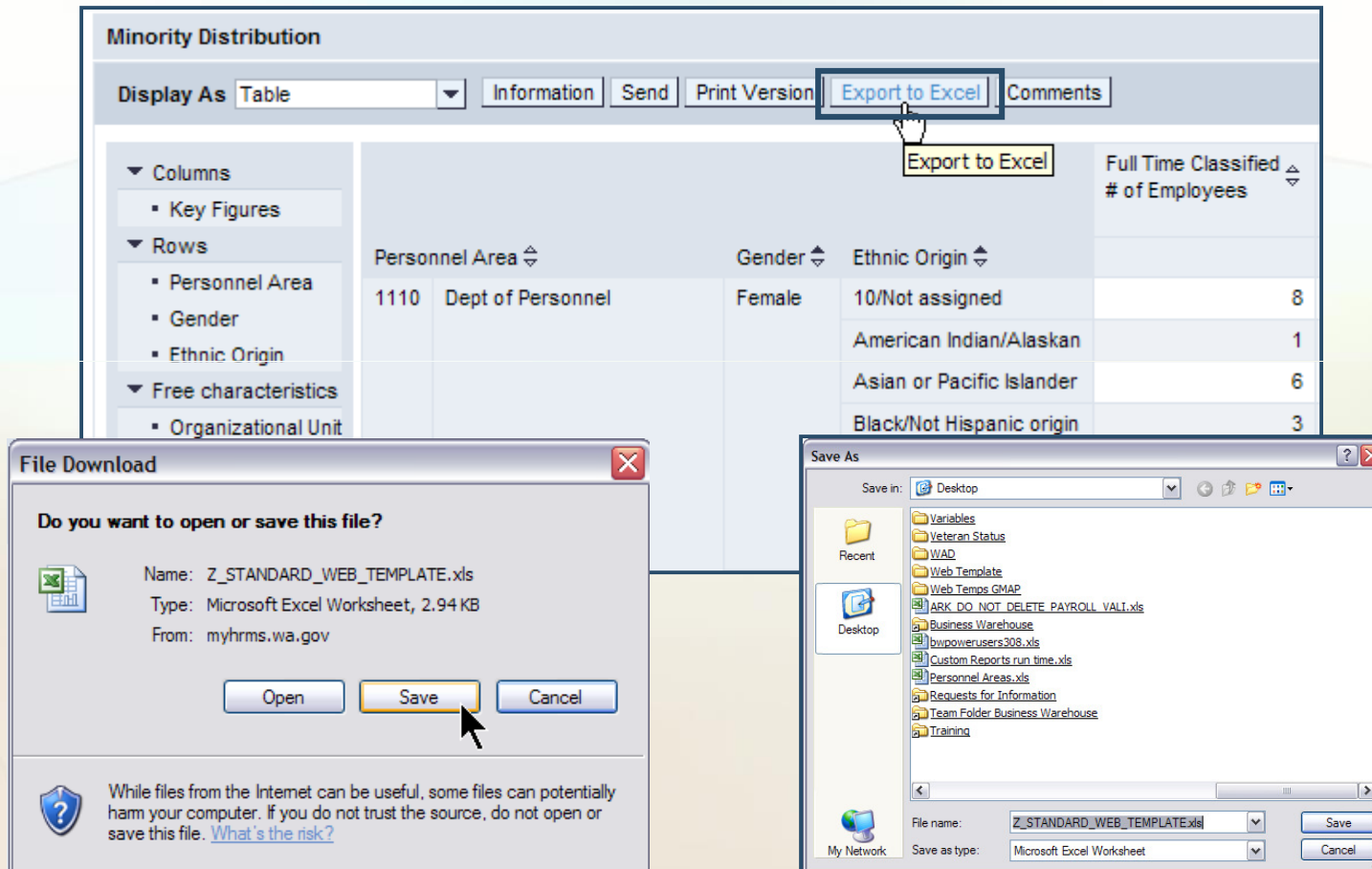


SAP/BW/BI exports .csv files as semi-colon separated values.

Export to MS Excel File

The example below describes how to export the results of the Minority Distribution report to MS Excel from the BW/BI Toolbar:

Click on the Export to Excel button on the toolbar



Click Save on the File Download box

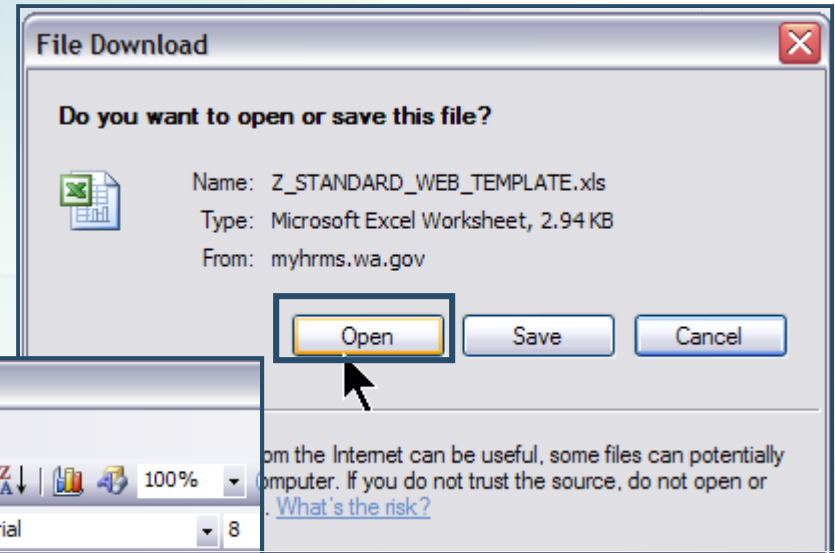
Determine the location for the file to be saved and click Save

Continued...

Export to MS Excel File, Cont...

To open the file without saving, from the File Download dialog box, click Open.

The report will be opened in Microsoft Excel.



Microsoft Excel - Z_STANDARD_WEB_TEMPLATE[1].xls

File Edit View Insert Format Tools Data Window Help

100%

A1 fx Minority Distribution

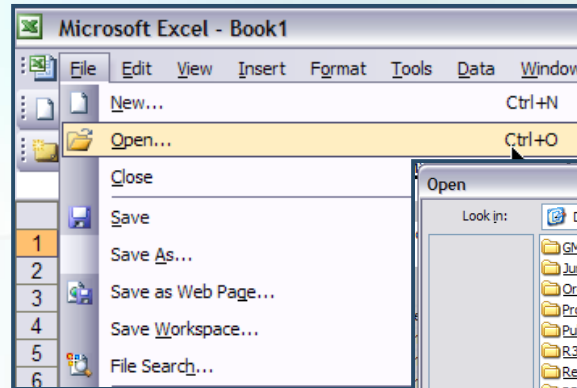
	A	B	C	D	E
1	Minority Distribution				
2					
3					
4	No exceptions are defined				
5					
6					Full Time Classified # of Employees
7	Personnel Area		Gender	Ethnic Origin	
8	1110	Dept of Personnel	Female	10/Not assigned	8
9	1110	Dept of Personnel	Female	American Indian/Alaskan	1
10	1110	Dept of Personnel	Female	Asian or Pacific Islander	6
11	1110	Dept of Personnel	Female	Black/Not Hispanic origin	3
12	1110	Dept of Personnel	Female	Hispanic	
13	1110	Dept of Personnel	Female	White/Not Hispanic origin	66
14	1110	Dept of Personnel	Female	Result	84

Continued...

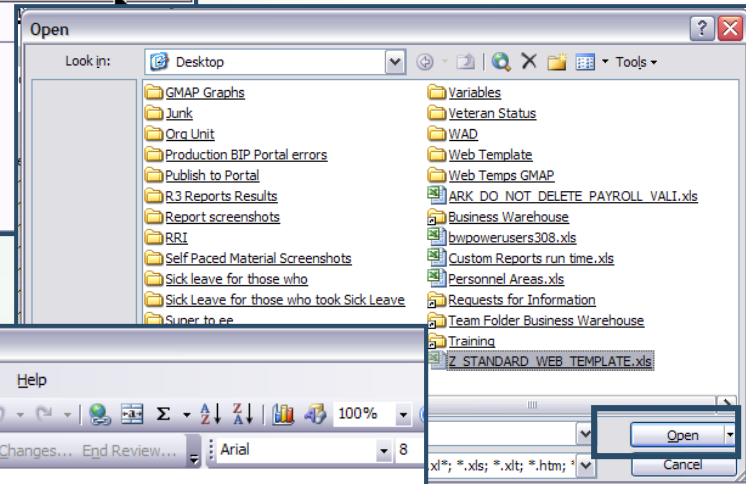
Export to MS Excel File, Cont...

The following example shows how to open a saved .xls file from MS Excel:

1. In Excel, select File/Open



2. Locate the file, select it, and click on "Open".



3. Result: reports is displayed in Excel

A screenshot of the Microsoft Excel application window titled 'Microsoft Excel - Z_STANDARD_WEB_TEMPLATE.xls'. The spreadsheet displays a report titled 'Minority Distribution' in cell A1. The report content is as follows:

Minority Distribution				
No exceptions are defined				
				Full Time Classified # of Employees
Personnel Area	Gender	Ethnic Origin		
1110	Female	10/Not assigned	8	
1110	Female	American Indian/Alaskan	1	
1110	Female	Asian or Pacific Islander	6	
1110	Female	Black/Not Hispanic origin	3	



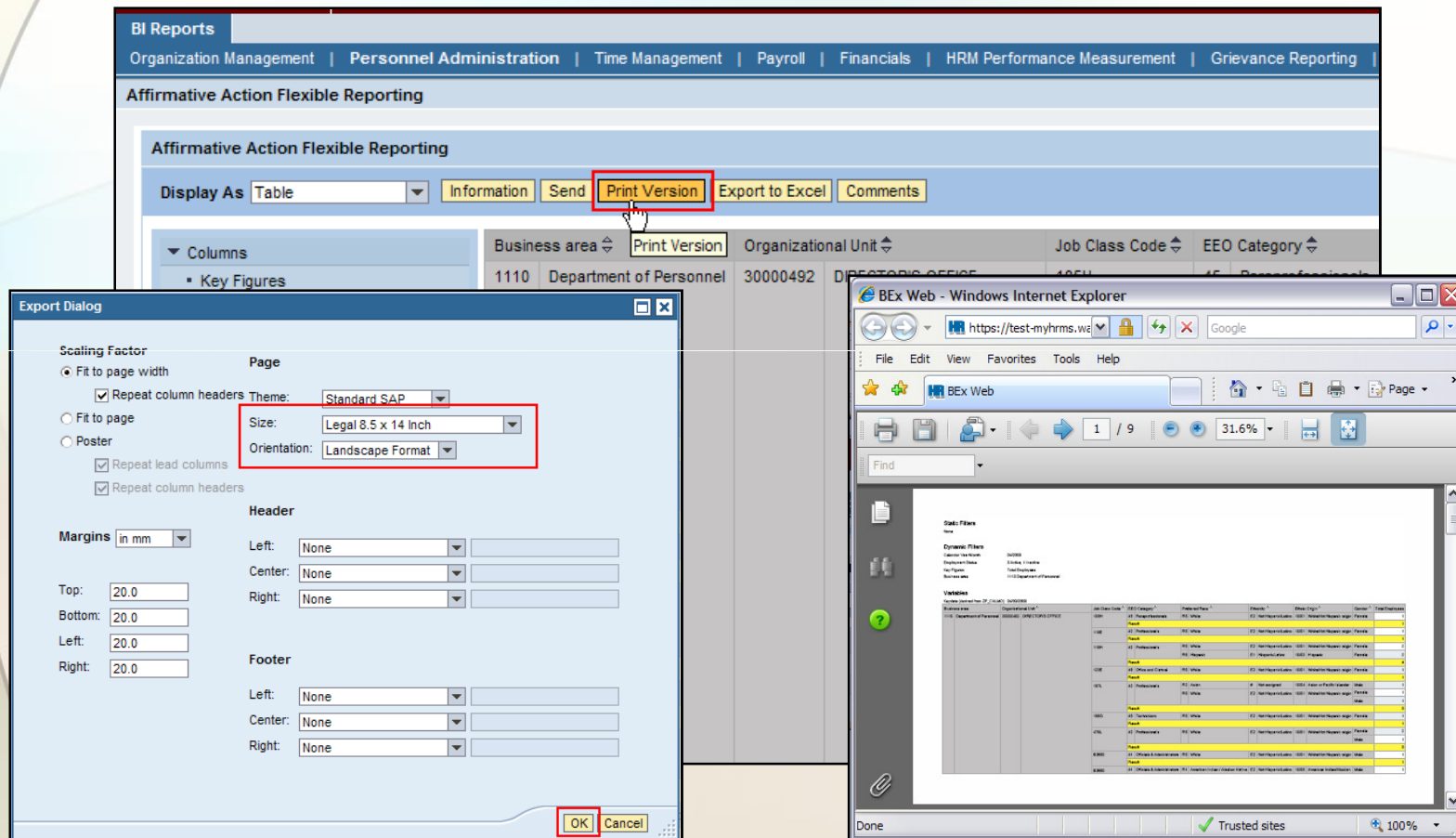
When converting to an MS Excel file, conditions/exceptions, navigational settings and cell formatting are retained upon export.

Continued...

Export to Adobe PDF

The example below describes how to export the results of the Affirmative Action Flexible Reporting report to a Adobe PDF from the BW/BI Toolbar:

Click on the Print Version button on the toolbar

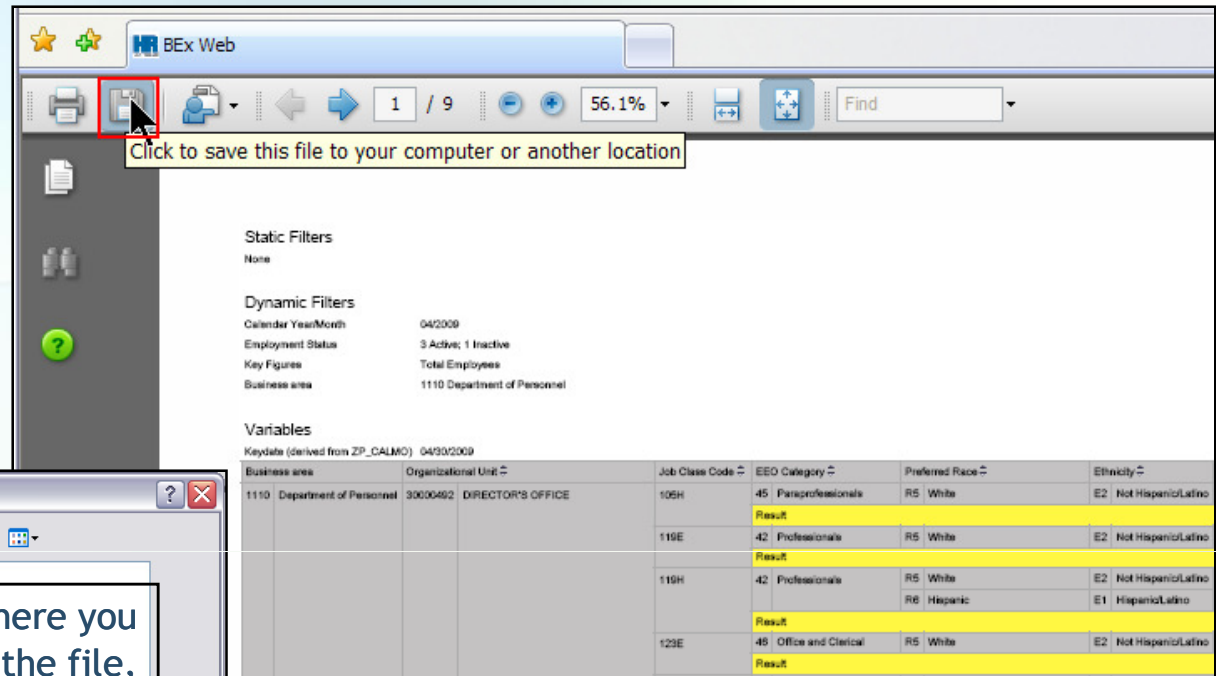


At the Export Dialog box, select the Size and Orientation that you want and click OK.

Report is opened in a new window in PDF format.

Continued...

To save the file, click the Save icon:



Click to save this file to your computer or another location

Static Filters
None

Dynamic Filters
Calendar Year/Month: 04/2009
Employment Status: 3 Active; 1 Inactive
Key Figures: Total Employees
Business area: 1110 Department of Personnel

Variables
Keydate (derived from ZP_CALMO): 04/30/2009

Business area	Organizational Unit	Job Class Code	EEO Category	Preferred Race	Ethnicity
1110 Department of Personnel	30000492 DIRECTOR'S OFFICE	106H	45 Paraprofessionals	R5 White	E2 Not Hispanic/Latino
			Result		
		119E	42 Professionals	R5 White	E2 Not Hispanic/Latino
			Result		
		119H	42 Professionals	R5 White	E2 Not Hispanic/Latino
			Result		
				R6 Hispanic	E1 Hispanic/Latino
			Result		
		123E	46 Office and Clerical	R5 White	E2 Not Hispanic/Latino
			Result		

Save a Copy...

Save in: Desktop

My Recent Documents

My Documents

My Computer

My Network Places

4.24.09 Payroll

AFRS Restrict PI

Animated Clipart

BI

BI books

Biennium variable steps

College

Compare

Count Employee

Data Warehouse Lifecycle Toolkit downloads

EE History

HCA Test

File name: AA Flex Reporting

Save as type: Adobe PDF Files (*.pdf)

Save

Cancel

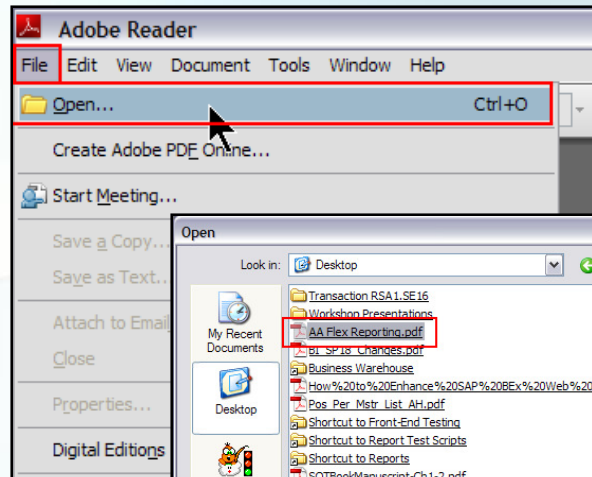
Determine where you want to save the file, give it a "File name" and click Save.

Continued...

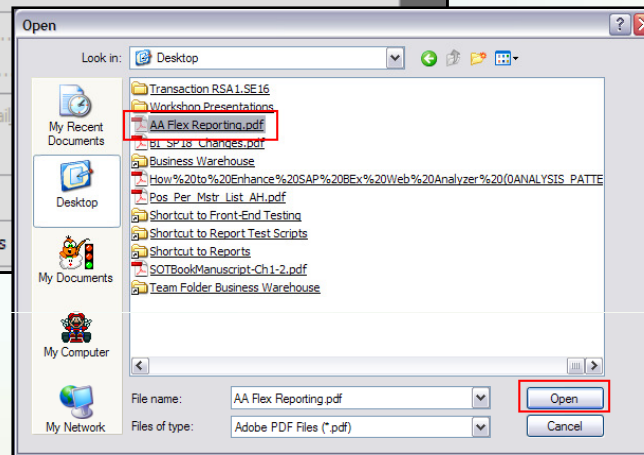
Export to Adobe PDF, Cont...

The following example shows how to open a saved Adobe PDF:

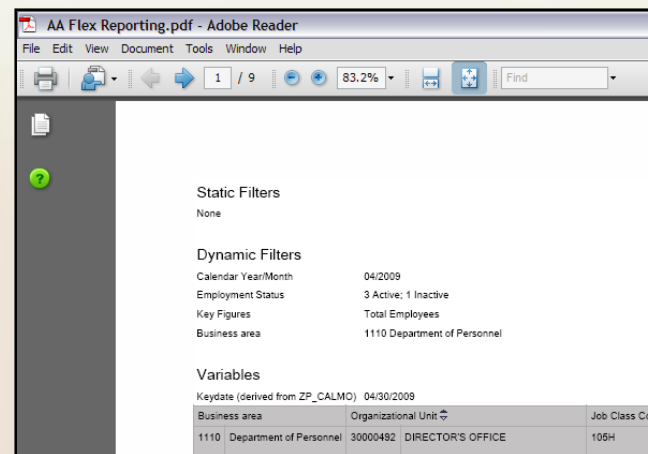
1. In Adobe, select File/Open:



2. Locate the file, select it, and click on "Open".



3. Result: reports is displayed in Adobe:



Continued...